

HOUSING AND NEIGHBORHOOD REVITALIZATION MANAGER*Class Definition*

Under direction, plans, organizes, and directs the activities of an assigned division in the Department of Housing and Neighborhood Revitalization.

Distinguishing Characteristics

Housing and Neighborhood Revitalization Manager is a division head in the Department of Housing and Neighborhood Revitalization. Incumbents plan, organize and direct the City's housing rehabilitation, housing development or code enforcement functions.

Reporting to the Director of Housing and Neighborhood Revitalization, incumbents exercise independent judgement relating to the development, revision, and implementation of the various divisions' policies and procedures. This class differs from Director of Housing and Neighborhood Revitalization in that the incumbent of the latter has administrative responsibility over the Department. These are unclassified positions in which the incumbents serve at the will of the Director of Housing and Neighborhood Revitalization.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Directs and supervises single or multiple work programs of the Department of Housing and Neighborhood Revitalization.

Organizes and directs the work of professional and technical staff.

Directs the formulation of rehabilitation, housing development, or code enforcement policies, plans, and programs.

Provides technical advice on matters involving one or more of the following areas: housing rehabilitation, housing development or code enforcement.

Oversees the preparation of, reviews, analyzes and administers the annual operating and capital improvement budgets for a division.

Confers and coordinates activities with the Department's other Division Managers in matters which cross divisional lines.

Attends one or more of the following meetings: Housing and Community Development Commission, Historic Preservation Commission, Planning Commission, City Council, or Redevelopment Agency, and presents and provides professional advice relative to their respective programs.

Performs related duties as required.

Knowledge, Abilities, and Skills

Thorough knowledge of the principles and accepted practices of one or more of the following disciplines: community development techniques related to the provision of housing services which focus on rehabilitation, development and housing programs, urban planning, zoning, housing, or historic preservation.

Thorough knowledge of modern municipal management and public administration including current budgetary and fiscal operations and controls.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Ability to plan, organize and direct the work of professional and technical staff.

Ability to prepare and administer the division budget and policy statements.

Ability to analyze a variety of administrative problems and make sound policy and procedural recommendations for their solutions.

Ability to interpret, review, and edit technical reports, plans, specifications and blueprints.

Ability to establish and maintain effective working relationships with staff and community groups.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Social Services, Architecture, Urban Planning, or related field; and three years of experience in Community Development or Public Administration with a governmental agency, supplemented by at least one year of supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Human Resources

DATE: _____